

IDAHO BOARD OF PSYCHOLOGIST EXAMINERS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 2/23/2018

BOARD MEMBERS PRESENT: Jason D Gage, Ph.D. - Chair
Helen A Napier, Ph.D.
Linda Hatzenbuehler, Ph.D.
Theresa L Ross, Ph.D.

BOARD MEMBERS ABSENT: Denton Darrington

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Deputy Bureau Chief
Julie Eavenson, Admin. Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, General Counsel
Pam Rebolo, Technical Records Specialist I

OTHERS PRESENT: Patricia Costello, Walden University
Marcy Leach, Idaho Psychiatric Association
Kris Ellis, Idaho Psychological Association
Deb Katz, Idaho Psychological Association

The meeting was called to order at 8:34 AM MST by Jason D Gage, Ph.D.

Ms. Cory introduced Julie Eavenson as the new Administrative Support Manager.

APPROVAL OF MINUTES

Dr. Hatzenbuehler made a motion to approve the minutes of 11/17/17. It was seconded by Dr. Napier. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. The deadlines to submit proposed law to the Governor's Office have passed for the 2018 Legislative Session. The deadline to submit proposed law changes to the Governor's Office is mid-July, 2018 and the deadline to submit proposed rule changes to the Governor's Office is mid-August, 2018 for the 2019 Legislative Session.

As legislative updates become available, the Bureau will reach out to the Board to see who is available, if needed, to attend meetings.

LEGISLATIVE INTERIM COMMITTEE UPDATE

Mr. Ellsworth stated that the Idaho Legislature has an Interim Committee that has been studying the use of hearing officers and is also looking at the Idaho Administrative Procedure Act. Draft legislation was presented at the Interim Committee's last meeting that would make substantial changes to the Idaho Administrative Procedure Act and the way contested cases are handled. The Bureau submitted a letter to the Committee seeking clarification concerning some of the proposed changes prior to the Committee's meeting on October 2, 2017. As the Bureau receives additional information, it will be provided to the Board.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$193,950.81 as of 1/31/18.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Dr. Napier made a motion to approve the Bureau's recommendation and authorize closure with an advisory letter in case numbers I-PSY-2016-5, I-PSY-2016-9 and I-PSY-2017-8. It was seconded by Dr. Ross. Motion carried.

VOLUNTARY SURRENDER AND COLLECTIONS PROCESSES

Ms. Peel explained the process for voluntary surrender of a license by a licensee and the collections process for unpaid disciplinary fines and investigative fees.

OLD BUSINESS

The Board reviewed the to do list and no action was taken.

DISCIPLINARY SANCTION GUIDELINES

Dr. Napier stated that the committee recently met, and has sent out a survey to the Boards in Washington, California and Virginia, and is waiting for feedback on whether or not the states are using disciplinary guidelines. The committee wants to know if there are benefits to using the guidelines.

TEMPORARY LICENSE

The Board discussed the current rules for a temporary license and the requirement of providing an interjurisdictional practice certificate to the Board before a temporary license can be issued. No action was taken.

ACTIVITY CODES

The Board discussed adding activity and population codes to the website. Dr. Hatzenbuehler has been working on lists. Dr. Ross made a motion to designate Dr. Gage and Dr. Hatzenbuehler, once the activity codes are determined, to authorize the required expenditure for adding the codes to the website. It was seconded by Dr. Napier. Motion carried.

ADVISORY PANEL

Dr. Hatzenbuehler stated that she will be sending out the formulary draft rules to the panel and will schedule a time to meet via conference call. If members cannot attend the conference call, Dr. Hatzenbuehler will receive phone calls directly. Dr. Hatzenbuehler stated that this will be done by the July meeting.

EXECUTIVE ORDER

Ms. Eavenson outlined the Board's role in responding to the Lt. Governor's Executive Order. There is a template that will be used to complete each Board's response, and the template contains six sections:

- A. Index of Statute, Rule, and Policy Requirements for Licensure and Renewal
- B. Applications and Renewals Denied – 2017
- C. Disciplinary Actions – Past 5 Years
- D. Law, Rule, or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry
- E. Assessment of Public Interest
- F. Recommendations for Improvement, Modification, or Elimination of Requirements

The Bureau will be responsible for gathering and entering all of the data in sections A, B and C of the template. The Bureau and each Board will jointly fill in section D regarding the Law, Rule or Policy Changes or Proposed/Implemented Changes in Last 5 Years to Eliminate Barriers to Entry. The Board Specialist and Administrative Support Manager will assist the designated Board member with writing sections E and F.

Ideas for the EO that come up between meetings cannot be shared among Board members outside of Board meetings, but may be forwarded to the Board Specialist or Administrative Support Manager for inclusion in the next meeting. The process will be completed in three meetings: 1) discussion, 2) review and approve a rough draft, and 3) review and approve a final draft. The final draft

must be completed and approved by June 15, to meet the July 1, deadline for responding.

NEW BUSINESS

CONFERENCE UPDATES AND ATTENDANCE

Dr. Napier made a motion to authorize travel expenses for one Board member to attend the Association of State and Provincial Psychology Boards mid-year meeting in Savannah, Georgia on April 12-15, 2018. It was seconded by Dr. Ross. Motion carried.

The Board will be making a presentation at the annual Idaho Psychological Association conference held in Boise on April 27, 2018.

NOTIFICATION TO LICENSEES

Dr. Napier made a motion to approve the postcard notification to licensees for temporary rules regarding rule changes with a draft sent to the Chair for approval. It was seconded by Dr. Ross. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from Dr. Jarod Fitzgerald regarding a possible exemption for aspects of service extender permits. The Board will recommend that Dr. Fitzgerald go through the academic channels instead of the service extender process. The Board will also recommend that Dr. Fitzgerald hire another psychologist. Dr. Napier made a motion to direct the Bureau to draft a letter for the Chair to sign. It was seconded by Dr. Ross. Motion carried.

EXECUTIVE SESSION

Dr. Napier made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Dr. Ross. The vote was: Dr. Hatzenbuehler, aye; Dr. Napier, aye; Dr. Ross, aye; and Dr. Gage, aye. Motion carried.

Dr. Napier made a motion to come out of executive session. It was seconded by Dr. Hatzenbuehler. The vote was: Dr. Ross, aye; Dr. Gage, aye; Dr. Ross, aye; and Dr. Hatzenbuehler, aye. Motion carried.

APPLICATIONS

Dr. Ross made a motion to approve the following for licensure:

ATKINSON, JACOB	PSY-203023
BURLINGAME-LEE, LAURA	PSY-203095
CARNEY, MEGAN	PSY-203091
CHARATAN, DANA	PSY-203119
GERTLER, LIZA	PSY-203081
GREEN, MEGAN	PSY-202941
MOORE, KATHLEEN	PSY-203097
ROBISON, LESLIE	PSY-203103

It was seconded by Dr. Napier. Motion carried.

Dr. Napier made a motion to approve the following applications pending additional documents:

901156170
901145679

It was seconded by Dr. Ross. Motion carried.

NEXT MEETING was scheduled for April 26, 2018 at 1:00 PM.

ADJOURNMENT

Dr. Napier made a motion to adjourn the meeting at 1:27 P.M. It was seconded by Dr. Hatzenbuehler. Motion carried.

Jason D Gage, Ph.D., Chair

Helen A Napier, Ph.D.

Linda Hatzenbuehler, Ph.D.

Theresa L Ross, Ph.D

Tana Cory, Bureau Chief